

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

NATIONWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 110-09

POSITION TITLE: S1

GRADE: CW2

AOC: 420A

FEMALE ASSIGNMENT ELEGIBILITY: Yes

UNIT: Recruiting and Retention Command

LOCATION: Fort Pickett, Blackstone, Virginia

OPENING DATE: 26 June 2009

CLOSING DATE: 28 July 2009

POC FOR ADDITIONAL INFORMATION: SFC Sharon L. Hagans at (434) 298-6249 / DSN 441-6249 or MAJ Nathaniel Williams, (434) 298-5343/DSN 441-5343

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Monitors, assesses, provides guidance, and manages the elements of personnel administration. Maintains current personnel rosters. Develops strength maintenance plans for recruiting and retention. Knowledge of Prior Service and Non-Prior Service enlistment eligibility, waiver requirements, and NGR 601-1 is highly recommended. Responsible for personnel services such as orders, evaluation reports, promotions, personnel assignments, and awards. Process pay and travel as well as orders for AGR and ADOS assigned or attached. Works in the area of safety and accident prevention developing plans and programs and supervises their implementation. Provides control and standardization of procedures within the command. Works in coordination with senior full time supervisor in the allocation of manpower and work space in the headquarters and various units. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional soldiers in grades WOC through CW2 who are members of the Virginia Army National Guard or eligible to become members. Must have been predetermined for MOS 420A or currently hold the 420A MOS. Applicants must become MOSQ within 12 months of start date.

Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.

QUALIFICATION REQUIREMENTS: QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501 chapter 3.

MILITARY EDUCATION: If an officer in the grade of Lieutenant or Captain, with less than 5 years time in grade must have completed an officer basic course. Captain, with at least 5 years time in grade, must have completed an officer advanced course.

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of Active Service. The date of mandatory removal from an active status based on age, or service (without an extension), under any provisions of law or regulations.

GRADE AND SPECIALTY: Officer's must possess the grade equal to or below that authorized for the AGR duty position. Must possess the Area of Concentration (AOC) commensurate with the AGR duty position.

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last five NCOERs/OERs, if applicable. E4 and below submit a letter of recommendation from your commander.
3. **Certified** copy of DA Form 2-1 (Certified means having the Personnel Services rand (PSB), stamp or type that your DA Form 2-1 is a "True copy" and signature by PSB personnel **not older than 1 year.**)
4. Copy of current physical (SF 88 and SF 93 or DD Form 2807-1 and DD Form 2808 completed within the last 5 years) or a copy of the automated MEDPROS Data sheet.
Photograph in Class A uniform (**taken within the last 12 months**). Official photo not required. **Photo must be dated.**

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 110-09

NOTE:

If applicant is deployed, photo may be taken in ACUs.

If applicant has not been issued the Class A uniform, photo may be taken in ACUs. A memo from the unit Supply Sergeant must be submitted stating that the Class A Uniform was never issued.

5. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214, DS Form 1506 or NGB Forms 23/23B**

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position maybe revoked, Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Building 316, Fort Pickett, Blackstone, Virginia 23824-6316, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed or scanned applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click on Job Vacancies.

FOR THE ADJUTANT GENERAL:

//signed//
THOMAS L. MORGAN, III
LTC, GS, VaARNG
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